

232001/97

Revised

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

TITLE: **POLICE LIEUTENANT**

DEFINITION

Under general supervision, to perform responsible, supervisory, and technical police work in the direction of a major functional unit , bureau, and/or area of geographic command; to direct other important police investigative and administrative activities; and to do related work as required.

REPORTS TO: Police Captain

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from a Police Captain. Exercises general supervision over Police Sergeants, Police Detectives, Police Officers, and non-sworn personnel as assigned.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Plan, direct, and supervise the activities of patrol, traffic and dispatch personnel on an assigned shift.
- Receive complaints or reports of emergencies and determine need for police action.
- Review the work of subordinates to insure compliance with departmental policies and procedures.
- Correct, supervise, and participate in the preparation and maintenance of reports and records.
- Provide overall technical and administrative direction to personnel on an assigned staff.
- Assist in administrative responsibilities involving the Department's budgeting, purchasing and personnel functions, conduct special studies of department functions.
- Conduct training programs in the various phases of police activities.
- Coordinate police activities with other City departments and divisions, and with outside agencies.
- Respond to difficult citizen complaints and requests for information.
- Assist in budget preparation and administration.
- Supervise, train, and evaluate assigned staff.
- Serve as Acting Police Captain as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of organization, administration, budget, and personnel management.
- Modern police practices, techniques, and methods.

- Pertinent Federal, State and local laws and ordinances, particularly with reference to apprehension, arrest, search and seizure, and evidence.
- Departmental rules and regulations.
- Functions and objectives of Federal, State, and other local law enforcement agencies.

Ability to:

- Supervise, train, and evaluate assigned staff.
- Obtain information through interview and interrogation.
- Analyze situations quickly and objectively and determine proper course of action.
- Communicate clearly and concisely, orally and in writing.
- Properly interpret and make decisions in accordance with laws, regulations, and policies.
- Recommend improvements in departmental operation and in the rules, regulations, and policies governing the Department.
- Work overtime as required.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Completion of an Associate Degree with major work in police science, business or public administration, or a related field.

Experience: Seven years experience in law enforcement with a public agency including at least three years in a responsible supervisory capacity at the level of Police Sergeant and completion of a probationary period with a law enforcement agency.

MEDICAL CATEGORY: Group 3

NECESSARY SPECIAL REQUIREMENT

Possession of an appropriate valid Class "C" California Motor Vehicle Operator's License.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Police Lieutenant

TO: Police Captain